



# OFFICE OF COURT ADMINISTRATION

David Slayton  
Administrative Director

## JOB VACANCY NOTICE

**Posting Date:** July 27, 2015

**Closing Date:** Until Filled

**Job Listing Identification Number:** OCA-212-15-29

**State Classification Number and Step:** 1868/B26

**State Job Title:** Management Analyst V

**FLSA Status:** ☒ Exempt ☐ Non-Exempt

**Agency Job Title:** CAPPS Management Analyst

**Location:** Austin, Texas

**Monthly Salary Range:** \$5784.59 - \$8,200.00

**Type of Job:** ☒ Full Time ☐ Part Time

**Remarks:** Salary amended 8/4/2015. Salary commensurate with experience. Temporary position to run from September 1, 2015 until August 31, 2017.

**Travel Required:** ☒ Yes (50%) ☐ No

**Job Description:** Performs advanced (senior-level) program administration and policy analysis work. Work involves evaluating systems and procedures necessary for implementation of financial, payroll and time and leave system conversion. This position will work closely with the Texas Comptroller of Public Accounts, Texas appellate courts, judicial agencies, OCA Finance and Operations division, and OCA-Information Services on the functional aspects of deployment of the Centralized Accounting and Personnel/Payroll System (CAPPS) software modules which consist of Human Resources, Payroll and Financials. Activities involve participation from planning phase through testing and implementation of CAPPS software modules. Serves as a liaison for the project's technical and functional teams and judicial agencies and works with the CAPPS project manager to ensure successful implementation. Communicates with project stakeholders, management, and other relevant parties. Coordinates the work of others. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. Performs related work as assigned.

### Essential Job Functions:

- Oversees multiple projects concurrently.
- Analyzes current workflow and develops functional project plans to implement conversion to new systems.
- Routinely performs advance review and evaluation of complete or component modules.
- Develops an understanding of all HR, payroll, accounting and financial modules to become a subject matter expert.
- Maintains sight of project scope and manages stakeholder expectations through clear written and verbal communications.
- Participates in User Acceptance Testing (UAT) in an oversight role and as a participant to analyze and explain results, and determine end user impact.
- Provides technical and functional guidance throughout each phase of the project.
- Works with confidential information and maintains security procedures such as encryption of email communications as necessary.
- Compiles and distributes project information, status reports, and/or project budget expenditure reports.
- Forwards project documents to stakeholders to obtain sign-off, agreement on project processes, and needed resources.
- Documents, presents, and resolves issues identified throughout all phases of each project.
- Ensures affected functions or groups are identified and works with them to negotiate process changes and

- manages project impact.
- Identifies and tracks issues through to resolution. Escalates issues and proposed solutions to management when appropriate.
- Participates in project meetings and communications as needed.
- Coordinates project activities with other state agencies and judicial entities.
- Other duties as assigned.

**Minimum Qualifications:**

- A bachelor's degree from an accredited four-year college or university in computer information systems, accounting, management information systems or relevant field of study. Experience may substitution for education on a year for year basis.
- Four years of experience in managing projects.
- Knowledge of project management theories and practices applicable to highly complex projects.
- Skill in operating computers and applicable computer software.
- Strong analytical and problem solving skills.
- Excellent oral and written communication skills with experience presenting project information.
- Ability to manage project activities; to establish project goals and objectives; to exercise sound judgment in making critical decisions; to analyze complex information and develop plans to address identified issues; to demonstrate negotiation and facilitation skills; to identify project risks and gaps; to prepare reports; to communicate effectively; and to plan, assign, and/or supervise the work of others.
- Proficient in Microsoft Office applications, or similar software.

**Preferred Qualifications:**

- Knowledge of the Texas Judicial System.
- Graduation from an accredited four-year college or university with a Bachelor's degree in accounting, computer information systems, management information systems, or relevant field of study.
- Experience with Texas Comptroller's Centralized Accounting and Personnel/ Payroll Systems (CAPPS).
- Experience with software Quality Assurance Testing.
- Familiarity working with Microsoft Access Database.
- Familiarity working with Microsoft SharePoint.

Send completed State of Texas Application for Employment to: Human Resources, Office of Court Administration, 205 W. 14th Street, Suite 600, Tom C. Clark Building, Austin, Texas 78701, fax to 512/463-1648 or email to [ocajobs@txcourts.gov](mailto:ocajobs@txcourts.gov). State applications are available on the Internet at [WorkinTexas.com](http://WorkinTexas.com). Resumes may accompany applications but will not be accepted in lieu of a completed application. Following a screening of applications, interviews of qualified applicants who have sent in a **completed state application** will be scheduled.

An applicant's response to the question regarding **Former Foster Youth** on the state application is **optional** if you are applying for employment with the Office of Court Administration.

**The Office of Court Administration is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.**

**In compliance with the Americans with Disabilities Act, any request for reasonable accommodations needed during the application process should be communicated by the applicant to Nancy Simmons, the Office of Court Administration's Human Resources Officer, at 512/936-1611.**